

Sample Letter of Intent

Dear Dr. R.U. Willing,

On behalf of M.I. Tyred, M.D., and the administration and medical staff of Rural Hospital, we are pleased about your interest in helping patients in the Rural, Idaho, area and practicing at the Family Medicine Clinic.

Please accept this letter as a description of the compensation and benefit package we discussed during your site visit to our community February 7, 2000. Keep in mind that this is a preliminary letter of agreement. It may not be all-inclusive. We can discuss further details and incorporate them into our final agreement.

Our discussion included the following parameters:

1. A first-year salary of \$120,000
2. Three weeks' vacation and one weeks for CME
3. Reimbursement for approved CME sources (including travel expenses) up to \$2,000
4. Health insurance for you and your family
5. Disability insurance
6. Life insurance
7. Retirement program participation
8. Malpractice insurance
9. Practice management and marketing assistance
10. Relocation allowance up to \$10,000

In addition, Dr. Tyred and Dr. Welby will facilitate the implementation of the call coverage plan discussed over lunch. This plan calls for the following:

- ◆ Every second weekend off, possibly occasionally every third weekend off, depending on all physicians' CME and vacation plans.
- ◆ Coverage every fourth or fifth night for your clinic patient practice.
- ◆ Sharing emergency department call along with all Rural Hospital active staff, every fourth night.

Again, although there may be some details to work through prior to our signing a contract, we want this letter to serve as a formal offer of our position. By your signing and returning this letter, we will assume your acceptance of this position, and we will cease further recruitment efforts and will also begin formalizing the final letter of agreement.

Dr. Willing, Rural Hospital must continue its search efforts in order to recruit a family physician to meet the needs of our community. In that effort, we may extend practice agreements to other interested candidates. A signed agreement is thus binding or valid, subject to another candidate's prior acceptance. We look forward to your response by February 20, 200X.

On behalf of Dr. Tyred and everyone at Rural Hospital, we are looking forward to working with you. We eagerly await your reply.

Sincerely,

Ida Hoan, Coordinator
Rural Idaho, Recruitment Team

Date: _____

R.U. Willing, M.D.,

Date: _____

Adapted from: "Physician Recruitment and Retention: Practice Techniques for Exceptional Results," Roger G. Bonds and Kimberly A. Pulliam, American Hospital Association, Chicago, Illinois.